Chapter 7 - Abstracts

Abstracts

The abstract screen is used to create electronic abstract records in order to send conviction and sentencing information to the Department of State.
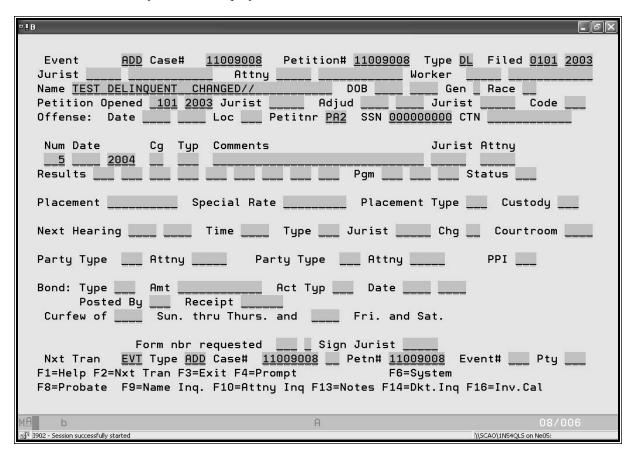
The abstract information is entered on a screen which closely resembles the Department of State form DS1-22, "Michigan Abstract and Conviction and Court Order"

Accessing the Event Screen:

```
NXT TRAN    EVT  TYPE ADD   CASE NBR ___895019__ PET 00000001 EVT ____   PTY __
```
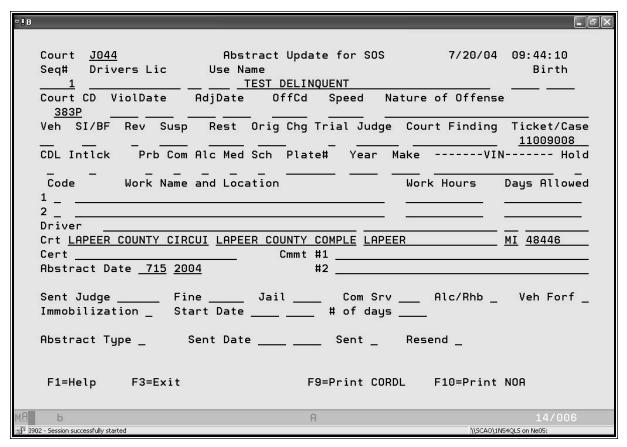
From the Next Tran Line, enter EVT in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number.
Press <Enter> and the system will display the case screen.

```
Event      ADD Case#  11009008   Petition# 11009008  Type DL  Filed 0101 2003
Jurist _____ _____    Attny _____ _____    Worker _____ _____
Name TEST DELINQUENT  CHANGED// _____   DOB ____ ____ Gen _ Race __
Petition Opened _101 2003 Jurist _____    Adjud ____ ____  Jurist _____   Code ___
Offense:  Date ____ ____ Loc ___ Petitnr PA2  SSN 000000000 CTN _____

   Num Date      Cg  Typ  Comments                   Jurist Attny
    _5 ____ 2004  __  ___  _____ _____ _____
   Results ___ ___ ___ ___ ___ ___ ___ ___ Pgm ___ ___ ___  Status ___

   Placement _____   Special Rate _____  Placement Type ___  Custody ___

   Next Hearing ___ ___   Time ____   Type ___ Jurist _____ Chg __  Courtroom ____

   Party Type  ___ Attny _____    Party Type ___ Attny _____     PPI ___

   Bond: Type ___  Amt _____  Act Typ ___  Date ___ ____
        Posted By ___   Receipt _____
   Curfew of ____   Sun. thru Thurs. and  ____  Fri. and Sat.

            Form nbr requested  ___ _ Sign Jurist _____
   Nxt Tran   EVT Type ADD Case# 11009008 __ Petn# 11009008  Event# ___ Pty ___
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt        F6=System
   F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

1. Enter the date that you want the abstract created for.
2. Enter "ABS" in the event type field and press <Enter>. The system will return the following screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ⊡▪B                                                                  ▫⊡⌧        │
│                                                                               │
│    Court  J044              Abstract Update for SOS        7/20/04  09:44:10   │
│    Seq#   Drivers Lic       Use Name                                  Birth    │
│    ____1  _____ __ ___  TEST DELINQUENT _____   ____ ____      │
│    Court CD  ViolDate   AdjDate    OffCd   Speed   Nature of Offense           │
│     383P    ____ ____  ____ ____   _____   _____   _____         │
│    Veh  SI/BF  Rev  Susp   Rest  Orig Chg Trial Judge  Court Finding  Ticket/Case│
│    __   __     _    _____   _____  ____ ___ _   _____  _____   11009008   │
│    CDL Intlck    Prb Com Alc Med Sch  Plate#   Year   Make  -------VIN------- Hold│
│    _    _       _   _   _   _   _   _____   ____   ____  _____   _   │
│     Code      Work Name and Location            Work Hours    Days Allowed     │
│    1 _  _____    _____   _____           │
│    2 _  _____    _____   _____           │
│    Driver   _____                                    │
│    Crt LAPEER COUNTY CIRCUI LAPEER COUNTY COMPLE LAPEER_____   MI 48446___   │
│    Cert _____   Cmmt #1 _____ │
│    Abstract Date _715 2004            #2 _____  │
│                                                                               │
│    Sent Judge _____   Fine _____   Jail ____   Com Srv ___  Alc/Rhb _  Veh Forf _│
│    Immobilization _   Start Date ____ ____  # of days ____                      │
│                                                                               │
│    Abstract Type _     Sent Date ____ ____   Sent _   Resend _                  │
│                                                                               │
│                                                                               │
│     F1=Help    F3=Exit                   F9=Print CORDL   F10=Print NOA         │
│                                                                               │
│ MA    b                          A                              14/006         │
│ ⌐▫ I902 - Session successfully started           \\SCAO\1N54QL5 on Ne05:       │
└─────────────────────────────────────────────────────────────────────────────┘
```

Following are explanations for the fields in the above screen.

~Court~

This is not a data entry field. This field is a four character field that begins with "J0" and ends with the county number as taken from the places file.

~Sequence #1~

This is not a data entry field. Each abstract is assigned a sequence number the system when it is created. A sequence number is necessary to inquire into or correct an abstract.

~Drivers License~

This is not a data entry field. The drivers license number is brought from the juveniles case screen. Use the case screen to update this information if it is incorrect.

~Use~

This field is a special handling code and is used for exception processing. **DO NOT** use this field unless absolutely necessary. When this field is used, the Department of State must manually process the abstract which will delay the update to the driving record and affect the court's reporting timeliness. Leave this field blank or use one of the three digit codes found in the help file.
Press <F1> for a list of valid codes.

~Name~

This field displays the juvenile's name. The name must appear as it does on the juvenile's drivers license.

~Birth Date~

This field displays the juveniles date of birth as taken from the case screen.

~Court Code (Number)~

The field displays the courts SOS established city code number for the court location. Also included in this field is a "P" for probate.

~Violation Date~

This field displays the violation date as taken from the petition/traffic screen.

~Adjudication Date~

This field displays the adjudication date from the petition/traffic screen. Convictions must be reported to the Department of State within 14 days of the conviction date(MCL 257.732). Conviction abstracts should be submitted notwithstanding an appeal. All convictions are reported at plea date except for: Drug crime, felony auto-user, felonious driving and fleeing and eluding. If you are reporting a drug crime, use the sentencing date in the adjudication date field.

~Offense Code~

Enter the offense code of the violation committed. Only the offense code numbers shown in the offense code list (Section VI of the Department of STate manual) are used on abstracts.

Attempted offenses: An attempted offense requires an "A" in the fifth position of the offense code field.

~Speed~

refer to the Department of State manual, section II regarding the correct entry of the speed.

~Nature of Offense~

Enter the description of this offense.

~Vehicle~

Enter the two character code for the type of vehicle that was used in the violation. If the vehicle type is not on the citation or if the vehicle is not in the help list, leave this field blank.
Press <F1> for a list of valid vehicle types.

~Same Incident/Bond Forfeiture~

Bond Forfeiture - Type the number "04" to report a bond forfeiture. DO NOT SUBMIT A BOND FOR-FEITURE IF A CONVICTION HAS ALREADY BEEN REPORTED. See section II of the Department of State manual for more information.

Not Same Incident - Type the number "11" to indicate that violations that occurred the same day are NOT the same incident. See section II of the Department of State manual for more information.

~Revocation~
Enter a "Y" if the license has been revoked. This field should only be used for old law cases prior to October 1, 1999.

~Suspension~
Enter the number of days the drivers license is suspended for, up to two years.

~Restriction~
This field is only used for drug crimes (9200) after 10/1/1999. If the restriction field is used, the suspension field must also be used. If the restriction is to follow the suspension, type the letter "X" after the number entered in the restriction field. The days in the suspension field and the days in the restricted field added together equal the total license action time period.

~Original Charge~
Use this field for 257.625 violations. Enter the code number of the offense for which the driver was originally charged. The code numbers are found in section IV of the Department of State manual. Show the original charge even when the offense is reduced to a non-alcohol violation. This entry clears the 625g permit that was posted by law enforcement when the driver failed or refused the chemical test.

~Trial~
Enter the letter for the type of conviction or the type of acquittal/dismissal. Press <F1> for a list of valid trial codes. An acquittal or dismissal abstract is needed for any offense when the plate has been confiscated because the driver falls under the repeat offender status. Also, when the vehicle is subject to immobilization, acquittals and dismissals must be reported for the annual drunk driving audit. Notice of adjudication may be required when an abstract for acquittal or dismissal is processed. The driver would need to present this form at the local Secretary of State branch office to clear the 625g permit and receive a new metal plate if his plate was confiscated.

~Judge~
Enter the judge of records bar number. This is the judge at the time of adjudication.

~Court Finding~
Enter the term describing the court's findings for this case. Press <F1> for a list of valid terms.

~Ticket/Case Number~
This field displays the ticket or petition number.

~CDL Sanction~
Enter a "Y" to indicate that a commercial driving action has been ordered.

~Interlock~
Enter a "Y" to indicate that an Interlock device has been ordered.

~Probation~
Enter a "Y" to indicate the juvenile can drive to and from probation.

~Community Service~

Enter a "Y" if the juvenile can drive to and from community service.

~Alcohol Treatment~

Enter a "Y" if the juvenile can drive to and from alcohol treatment.

~Medical Appointments~

Enter a "Y" if the juvenile can drive to and from medical appointments.

~School~

Enter a "Y" if the juvenile can drive to and from school.

~Plate #~

This field displays the plate number. Use the petition/traffic screen to update this information. This field is required when a paper plate is issued to a repeat offender OR when immobilization is ordered. If the paper plate does not have a number on it or indicates "None", leave this field blank.

~Year~

This field displays the year of the vehicle. Use the petition/traffic screen to update this information. This field is required when a paper plate is issued to a repeat offender OR when immobilization is ordered.

~Make~

This field displays the make of the vehicle. Use the petition/traffic screen to update this information. This field is required when a paper plate is issued to a repeat offender OR when immobilization is ordered.

~VIN~

This field displays the VIN of the vehicle. Use the petition/traffic screen to update this information. This field is required when a paper plate is issued to a repeat offender OR when immobilization is ordered.

~Hold~

Type a "Y" in this field if a license plate hold is established. This field was established for insurance plate holds. Not currently being used.

~Driving Code~

Enter the driving code as it relates to work. Press <F1> for a list of valid codes.

~Work Location~

Enter the name and location of the work place for the juvenile. Two work locations can be entered. Enter NO punctuation marks or imbedded spaces. Valid characters are letters A-Z and number 1-9.

~Work Hours~

Enter the work hours of the juvenile for each work location entered.

~Work Days~
Enter the work days of the juvenile for each work location. Press <F1> for the format for entering days.

~Driver~
This field displays the juvenile's address as taken from the case screen. If information is not correct, the case screen must be modified.

~Court~
This field displays the court name and address as taken from the places file. If information is not correct, the places file must be modified.

~Certification~
Enter the name of the user that created the abstract.

~Comments~
Insert any comments about this abstract. This line is required for "COR" and "DEL" abstracts.

~Abstract Date~
the system will enter the event date into this field.

~Sent Judge~
Enter the bar number of the sentencing judge.

~Fine~
Enter the total amount of fines, costs, crime victims, etc. that was ordered.

~Jail~
Enter the total number of days the defendant was ordered to jail.

~Community Service~
Enter the total amount of days that the defendant was ordered to community service.

~Alcohol Program~
Enter a "Y" if the defendant was ordered to attend an alcohol treatment or rehabilitation program.

~Vehicle Forfeiture~
Enter a "Y" if a vehicle forfeiture was ordered.

~Immobilization~
Enter a "Y-Yes" or "N-No" on sentencing type abstracts to indicate whether or not immobilization has been ordered.

~Start Date~
Enter the date that the immobilization is to begin.

~Number of Days~
Enter the number of days the vehicle is to be immobilized.

~Abstract Type~
Enter the type of abstract. Press <F1> for a list of valid types.

~Sent Date~
This is not a data entry field. The system will enter an "X" in this field when the abstract is sent to the abstract media file.

~Sent~
This field displays whether this abstract has been transferred to the media file.

~Resend~
Enter a "Y" to resend this abstract to the Department of State.

Adding or Modifying an Abstract

From the Next Tran Line, enter the following:

```
NXT TRAN     EVT  TYPE ADD    CASE NBR   00895019 __ PET 00000001 EVT ____    PTY __
```

When all information has been added, press <Enter> and the system will display the screen you requested.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▫▌B                                                               _ ⟊ X      │
│                                                                             │
│    Event       MOD Case#    11009008   Petition# 11009008  Type DL  Filed 0101 2003 │
│    Jurist _____ _____     Attny _____ _____     Worker _____ _____ │
│    Name TEST DELINQUENT  CHANGED//_____ DOB  515 1990 Gen _  Race __  │
│    Petition Opened  101 2003 Jurist _____   Adjud _____ _   Jurist _____   Code ___ │
│    Offense:  Date ____ ____  Loc ___  Petitnr PA2  SSN 000000000 CTN _____ │
│                                                                             │
│    Num Date      Cg  Typ  Comments                      Jurist Attny        │
│     _5 701 2004  __  ABS  ABSTRACT_____ _____  _____      │
│    Results ___ ___ ___  ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___   Status ___ │
│                                                                             │
│    Placement _____    Special Rate _____   Placement Type __  Custody __ │
│                                                                             │
│    Next Hearing ____ ____   Time ____  Type ___ Jurist _____ Chg __  Courtroom ____ │
│                                                                             │
│    Party Type  ___ Attny _____    Party Type ___ Attny _____       PPI ___  │
│                                                                             │
│    Bond: Type ___  Amt _____  Act Typ ___  Date ___ ___    │
│          Posted By ___  Receipt _____                                      │
│     Curfew of ____   Sun. thru Thurs. and  ____  Fri. and Sat.             │
│                                                                             │
│              Form nbr requested  ___ _  Sign Jurist _____                   │
│      Nxt Tran   EVT Type MOD Case# 11009008 __ Petn# 11009008  Event# _5 Pty ___ │
│    F1=Help F2=Nxt Tran F3=Exit F4=Prompt        F6=System                   │
│    F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal │
│                                                                             │
│ MA    b                                                         08/006      │
│ ⟊ I902 - Session successfully started              \\SCAO\1N54QL5 on Ne05: │
└─────────────────────────────────────────────────────────────────────────────┘
```

If you are adding a new abstract, enter the date and "ABS - Abstract" in the type field then press <Enter>. The system will display the abstract screen for you to complete.

If you are modifying the abstract, press <Enter> when you reach the event screen.

The system will display the abstract screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▫◩B                                                              [_][◳][✕]    │
├─────────────────────────────────────────────────────────────────────────────┤
│                                                                               │
│     Court   J044              Abstract Update for SOS        7/20/04  09:44:10 │
│     Seq#    Drivers Lic       Use Name                                  Birth  │
│     ____1  _____ __ ___    TEST DELINQUENT            ___   ____  ____   │
│     Court CD  ViolDate    AdjDate    OffCd   Speed    Nature of Offense        │
│      383P     ____ ____  ____ ____  ____  _____   _____    │
│     Veh  SI/BF  Rev  Susp   Rest  Orig Chg Trial Judge  Court Finding  Ticket/Case │
│     __   __    _  ____    _____  ____   _  _____  _____    11009008       │
│     CDL Intlck   Prb Com Alc Med Sch  Plate#   Year  Make  -------VIN------- Hold │
│      _    _       _   _   _   _   _   _____  ____  ____  _____  _     │
│      Code        Work Name and Location                Work Hours   Days Allowed │
│     1 _  _____  _____  _____       │
│     2 _  _____  _____  _____       │
│     Driver    _____  _____ __ _____   │
│     Crt LAPEER COUNTY CIRCUI LAPEER COUNTY COMPLE LAPEER            MI 48446    │
│     Cert _____    Cmmt #1 _____ │
│     Abstract Date  715 2004             #2 _____   │
│                                                                               │
│     Sent Judge _____   Fine _____   Jail ____   Com Srv ___  Alc/Rhb _   Veh Forf _ │
│     Immobilization _   Start Date ____ ____  # of days ____                    │
│                                                                               │
│     Abstract Type _     Sent Date ____ ____   Sent _    Resend _               │
│                                                                               │
│                                                                               │
│      F1=Help     F3=Exit                   F9=Print CORDL    F10=Print NOA      │
│                                                                               │
├─────────────────────────────────────────────────────────────────────────────┤
│ M▯   b                              A                              14/006      │
│ ▫▯ I902 - Session successfully started              \\SCAO\1N54QL5 on Ne05:    │
└─────────────────────────────────────────────────────────────────────────────┘
```

Most of the fields in the above screen are data entry fields. Refer to the field definitions for specific field information. The abstract can be modified if it has not been transmitted to the Department of State.

If the abstract has been transmitted to the Department of State, follow the next example.

Amending an Abstract

From the Next Tran Line enter the following information:
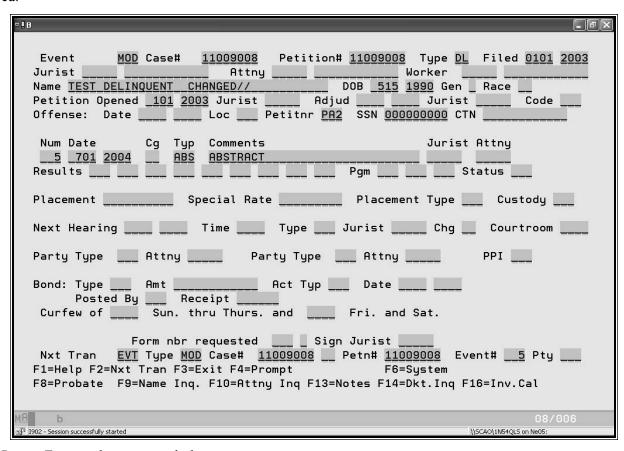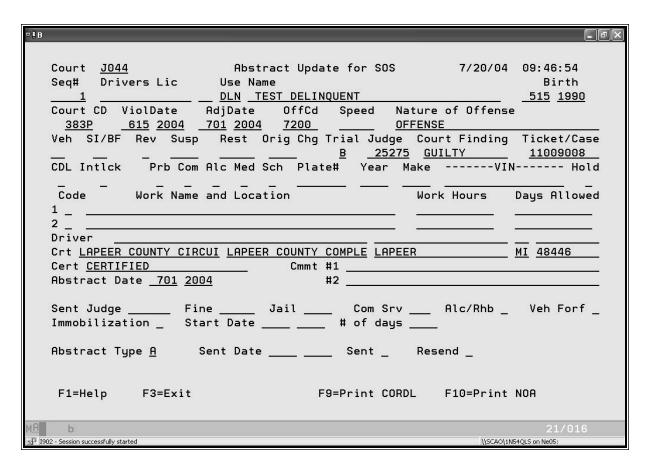
```
NXT TRAN     EVT  TYPE MOD    CASE NBR   00895019 __ PET 8950191 EVT 911  PTY __
```

When all information has been added, press <Enter> and the system will display the screen you requested.

```
┌────────────────────────────────────────────────────────────────────────┐
│ ▫▮B                                                        ▭ ▭ ✕         │
│                                                                          │
│    Event      MOD Case#    11009008   Petition# 11009008  Type DL  Filed 0101 2003 │
│    Jurist _____ _____  Attny ____ _____  Worker _____ _____ │
│    Name TEST DELINQUENT   CHANGED//_____ DOB  515 1990 Gen _  Race __ │
│    Petition Opened _101 2003 Jurist _____  Adjud ___ ____  Jurist _____  Code ___ │
│    Offense:  Date ____ ____ Loc ___ Petitnr PA2  SSN 000000000 CTN _____ │
│                                                                          │
│    Num Date        Cg  Typ  Comments                      Jurist Attny    │
│     _5 701 2004    __  ABS  ABSTRACT_____  _____  _____    │
│    Results ___ ___ ___ ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___  Status __ │
│                                                                          │
│    Placement _____  Special Rate _____  Placement Type ___  Custody __ │
│                                                                          │
│    Next Hearing ____ ____  Time ____  Type __ Jurist _____ Chg __  Courtroom ____ │
│                                                                          │
│    Party Type  __ Attny _____   Party Type  __ Attny _____    PPI __     │
│                                                                          │
│    Bond: Type ___  Amt _____  Act Typ __  Date ____ ____         │
│           Posted By ___  Receipt _____                                  │
│     Curfew of ____  Sun. thru Thurs. and  ____  Fri. and Sat.           │
│                                                                          │
│             Form nbr requested  ___ _ Sign Jurist _____                 │
│    Nxt Tran  EVT Type MOD Case# 11009008 __ Petn# 11009008  Event# __5 Pty __ │
│    F1=Help F2=Nxt Tran F3=Exit F4=Prompt        F6=System              │
│    F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal │
│                                                                          │
│ MA    b                                                    08/006        │
│ I902 - Session successfully started              \\SCAO\1N54QLS on Ne05: │
└────────────────────────────────────────────────────────────────────────┘
```

Press <Enter> when you reach the event screen.

The system will display the abstract screen.

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│ B                                                                       _ □ X     │
│                                                                                   │
│    Court   J044            Abstract Update for SOS        7/20/04  09:46:54        │
│    Seq#    Drivers Lic      Use Name                                   Birth       │
│    ____1   _____  __ DLN  TEST DELINQUENT                       515 1990    │
│    Court CD  ViolDate    AdjDate    OffCd   Speed   Nature of Offense              │
│     383P      615 2004   701 2004   7200    _____   OFFENSE                        │
│    Veh  SI/BF  Rev  Susp   Rest  Orig Chg Trial Judge  Court Finding  Ticket/Case  │
│    __   __    _   ____    ____   ____       B   25275  GUILTY         11009008     │
│    CDL Intlck    Prb Com Alc Med Sch  Plate#   Year  Make  -------VIN------- Hold  │
│    _    _    _   _   _   _   _   _____  ____  ____  _____  _            │
│     Code       Work Name and Location               Work Hours    Days Allowed    │
│    1 _   _____    _____     _____      │
│    2 _   _____    _____     _____      │
│    Driver  _____  _   __              │
│    Crt LAPEER COUNTY CIRCUI LAPEER COUNTY COMPLE LAPEER            MI 48446        │
│    Cert CERTIFIED_____       Cmmt #1 _____ │
│    Abstract Date  701 2004             #2 _____ │
│                                                                                   │
│    Sent Judge _____   Fine _____   Jail ____   Com Srv ___  Alc/Rhb _  Veh Forf _ │
│    Immobilization _   Start Date ____ ____  # of days ____                         │
│                                                                                   │
│    Abstract Type A      Sent Date ____ ____   Sent _   Resend _                    │
│                                                                                   │
│                                                                                   │
│     F1=Help    F3=Exit                 F9=Print CORDL    F10=Print NOA             │
│                                                                                   │
│  MA    b                                                           21/016          │
│  I902 - Session successfully started                 \\SCAO\1N54QL5 on Ne05:       │
└─────────────────────────────────────────────────────────────────────────────────┘
```

Limits are set on modifications. You will need to resend the abstract to amend the information.

Be sure you enter a "Y" in the resend field. This will clear the sent date and the sent field and allow the abstract to be resent to the Department of State.

Refer to the Department of State Manual for procedural questions regarding amending an abstract.

Printing a Court Ordered Restricted Drivers License

From the abstract screen, press <F9> to print the Court Ordered Restricted Drivers License. Following is an example of this form.

```
_____
License Number|State|SOS Use|Driver Name (First, Middle, Last)    |Birth Date
S023456789101_____TEST TEST_____
Court Code|Viol Date  |Adjudicated|Offense Cd|Speed|Nature of Offense
_____
Veh|SI/BF|Rev|Susp|Restr|Orig Chg|Trl|Judge#|Court Finding        |Case/Tkt#
_____
Enter  |CDL|Int|Driving|Prb|Com|Alc|Med|Sch|Plate# |Veh |Veh |VIN
Y if   |San|Lck|Allowed|   |Srv|Prg|Tmt|   |       |Year|Make|
_____
Code|First Work Name and Location          |Work Hours |Work Days Allowed
_____
Code|Second Work Name and Location         |Work Hours |Work Days Allowed
_____
Driver Address                  City            State  Zip
_____
Court Name  Address                     City            State  Zip
_____
  I certify that this is a true abstract      |Comments
  of the Court Record and Order.              |
                             Issuance         |
_____
Valid for 50 days from date of issuance.                      ( S E A L )
Restrictions may not appear on MDR for 30 days.
1. For Branch Use: 'Trl' box, (Trial)
     A = Acquittal,
     N = Nolle Prosequi,
     M = Merit Dismissal.
     Treat any of these codes as a dismissal or acquittal.
2. For Enforcement Use: 'Restr' box, (Restrictions)
     May drive most direct route:
     Code 1 = Drive to and from residence and place of employment only,
     Code 2 = Drive to and from residence and place of employment and
              for employment for employer only,
     Code 3 = For employer only.
     Definitions:
     'Enter Y if Ordered' box:
        'CDL San' = Commercial driver license sanction
        'Int Lck' = Ignition interlock
      'Driving Allowed To/From' box
        'Prb'     = Probation
        'Com Srv' = Community service
        'Alc Prg' = Alcohol program
        'Med Tmt' = Medical treatment
        'Sch'     = School
DS1-22F  (4/99)       MICHIGAN COURT-ORDERED RESTRICTED DRIVER LICENSE
```

Printing a Notice of Adjudication

From the abstract screen, press <F10> to print the Notice of Adjudication. Following is an example of this form.

```
 _____
 _____
License Number|State|SOS Use|Driver Name (First, Middle, Last)   |Birth Date
S023456789101_____TEST TEST_____
Court Code|Viol Date  |Adjudicated|Offense Cd|Speed|Nature of Offense
 _____
Veh|SI/BF|Rev|Susp|Restr|Orig Chg|Trl|Judge#|Court Finding      |Case/Tkt#
 _____
Enter  |CDL|Int|Driving|Prb|Com|Alc|Med|Sch|Plate# |Veh |Veh |VIN
Y if   |San|Lck|Allowed|   |Srv|Prg|Tmt|   |       |Year|Make|
 _____
Code|First Work Name and Location        |Work Hours |Work Days Allowed
 _____
Code|Second Work Name and Location       |Work Hours |Work Days Allowed
 _____
Driver Address                 City              State  Zip
 _____
Court Name  Address                   City           State  Zip
 _____
I certify that this is a true abstract    |Comments
of the Court Record and Order.            |
                        Issuance    |
 _____
Valid for 50 days from date of issuance.              ( S E A L )
 _____
NOTICE OF ADJUDICATION
1. This may be presented at any Michigan Secretary of State branch office
   to obtain a new license plate.  Repeated alcohol related convictions
   and/or driving with a suspended/revoked driver license may require the
   Department to deny registration of all vehicles in your name.
2. Proof of Michigan no-fault insurance must be presented.
3. Applicable fees will be due.
4. If the vehicle is ordered immobilized/forfeited, it may not be transferred
   to a family member without a court order.
 _____
For Branch Use:  'Trl' box (Trial)
     A = Acquittal,
     N = Nolle Prosequi,
     M = Merit Dismissal.
     Treat any of these codes as a dismissal or acquittal.
 _____
DS1-22F  (4/99)        NOTICE OF ADJUDICATION (NOA)
```

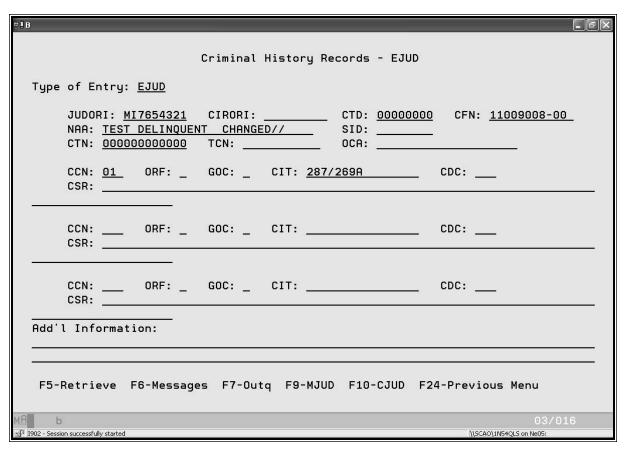# CHR - Criminal History Reporting

The EJD - Enter judgement screen is used to electronically submit dispositions to central records.

Accessing the EJD Screen:

```
NXT TRAN     EJD   TYPE ADD    CASE NBR   895019 __ PET 00000001 EVT ____   PTY __
```

From the Next Tran Line, enter EJD in the Next Tran field along with the case number, suffix number
and petition number of the case that you would like to process.
Press <Enter> and the system will display the case screen.

```
Criminal History Records - EJUD

Type of Entry: EJUD

    JUDORI: MI7654321   CIRORI: _____    CTD: 00000000   CFN: 11009008-00
    NAA: TEST DELINQUENT  CHANGED//  ____    SID: _____
    CTN: 000000000000   TCN: _____    OCA: _____

    CCN: 01   ORF: _   GOC: _   CIT: 287/269A_____    CDC: ___
    CSR: _____
    _____

    CCN: ___   ORF: _   GOC: _   CIT: _____    CDC: ___
    CSR: _____
    _____

    CCN: ___   ORF: _   GOC: _   CIT: _____    CDC: ___
    CSR: _____
    _____
Add'l Information:
    _____
    _____

 F5-Retrieve  F6-Messages  F7-Outq  F9-MJUD  F10-CJUD  F24-Previous Menu

                                                               03/016
```
I902 - Session successfully started   \\SCAO\1N54QLS on Ne05:

The system will automatically fill in as much information as it can. The following rules apply:

1. Only the first three (3) charges will be brought from the petition screen. If you have more than
    three charges, the first three will be preloaded for you to send. After you complete those, you
    must enter another record manually with the next three charges. Only three charges can be sent
    at once.
2. If the petition disposition you are entering for the case is "CCP - Consent Calendar Probation",
    access to the EJD screen will be blocked and a message will be displayed "Case on consent cal-
    endar probation, not ready to send to MSP". The petition disposition must be modified before
    access to the EJD screen will be allowed.

3.   The fields on the EJD screen will be filled in as follows:

CFN - Case File Number field

This is the case number and suffix number, formatted as 12345678-12 where 12345678 = the case number and -12 = the suffix number. Traffic Screen cases suffix will always be 00. **NOTE:** If you need to modify an entry, the case number must be entered exactly as it was entered for the add.

NAA - Name at Arrest

This name will come from the Petition Screen or from the Traffic Screen.

CIRORI - Circuit Court ORI

This field will always be left blank

SID - State Identification Number

The State Identification number will be taken from the petition screen.

CTN - Criminal Tracking Number

The CTN number will be taken from the petition screen.

CTD - Court Disposition Date

The petition disposition date will be entered or if the case was entered on the Traffic screen, the disposition date associated with that petition will be entered.

CCN - Charge Number

The charge number from the petition screen will be inserted in this field. If you are using the traffic screen, only one charge can be entered per petition so the bottom two charges will always be blank.

ORF - Ordinance Field

A "Y - Yes" will be loaded if the pacc code begins with ORD. Otherwise, this field will be blank.

GOC - General Offense Character

ALCSI from charge on petition screen. The first letter found starting from the left will be inserted in this field.

CIT - Citation or PACC Code

PACC charge code from the petition screen. If there is an amended charge, the system will insert it.

CDC - Court Disposition Code

Only two codes are valid for this field, ADJ - Adjudication and DIS - Dismissed. The JIS system has many disposition codes that had to be translated into one of these two codes. The following chart shows the code translations.

JIS Petition Screen Code	CDC Code
AAL, BT, CCJ, GLT, JUR, PNC	ADJ
AAD, CDM, CSD, DAH, DEI, DEP, DMP, DWO, DWP, FNG, NOL, PDM	DIS

JIS Traffic Screen Code	CDC Code
AAL, BT, CCJ, GLT, JUR, PNC	ADJ
AAD, CDM, CSD, DAH, DEI, DEP, DMP, DWO, DWP, FNG, NOL, PDM	DIS

If any other code is found in either the petition disposition code field or the traffic screen disposition field, the field will be left blank for the user to enter the disposition.

CSR - Court Sentencing Remarks

This field will be left blank for the user to enter any remarks.

Once all fields have been correctly filled in, press <Enter>. The system will send your file electronically and you should receive a confirmation printed out.
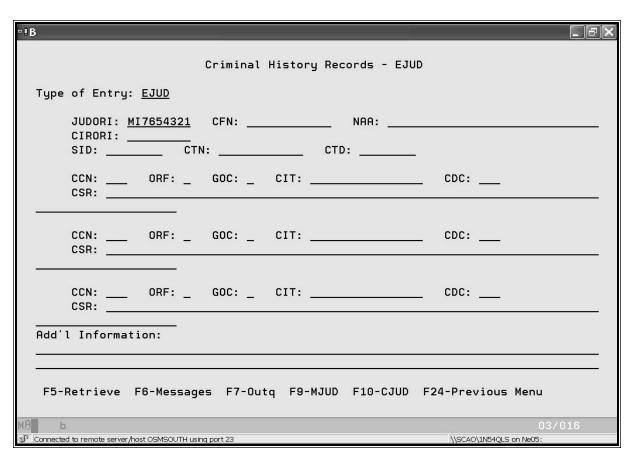
MJD - Modify Judgement

The MJD - Modify judgement screen is accessed through the EJD screen and is used to electronically modify dispositions that have been sent to central records.

Accessing the MJD Screen:

NXT TRAN   EJD TYPE ADD   CASE NBR   895019 __ PET 00000001 EVT ____   PTY __

From the Next Tran Line, enter EJD in the Next Tran field along with the case number, suffix number and petition number of the case that you would like to process. Press <Enter> and the system will display the EJD screen.

```
                      Criminal History Records - EJUD

    Type of Entry: EJUD

         JUDORI: MI7654321   CFN: _____    NAA: _____
         CIRORI: _____
         SID: _____    CTN: _____    CTD: _____

         CCN: ___   ORF: _   GOC: _   CIT: _____    CDC: ___
         CSR: _____
    _____

         CCN: ___   ORF: _   GOC: _   CIT: _____    CDC: ___
         CSR: _____
    _____

         CCN: ___   ORF: _   GOC: _   CIT: _____    CDC: ___
         CSR: _____
    _____
    Add'l Information:
    _____
    _____


    F5-Retrieve  F6-Messages  F7-Outq  F9-MJUD  F10-CJUD  F24-Previous Menu

                                                                    03/016
```

Displayed is the EJD screen. Press <F9> to display the MJD screen as follows.

```
B                                                              _ □ ✕

                    Criminal History Records - MJUD

   Type of Entry: MJUD

        SID: _____     CTN: _____    JUDORI: MI7654321
        CTD: _____     CFN: _____    NAA: _____
        CIRORI: _____

        CCN: ___    ORF: _   GOC: _   CIT: _____    CDC: ___
        CSR: _____
   _____



 
 
 


   Add'l Information:
   _____
   _____

    F5-Retrieve  F6-Messages  F7-Outq  F8-EJUD  F10-CJUD  F24-Previous Menu

 MA      b                                                      03/016
   Connected to remote server/host OSMSOUTH using port 23     \\SCAO\1N54QLS on Ne05:
```

Enter the correct information and then press <Enter>. The system will send the modification and a
response will be printed out.

CJD - Cancel Judgement

The CJD - Cancel judgement screen is accessed through the EJD screen and is used to electronically cancel dispositions that have been sent to central records.

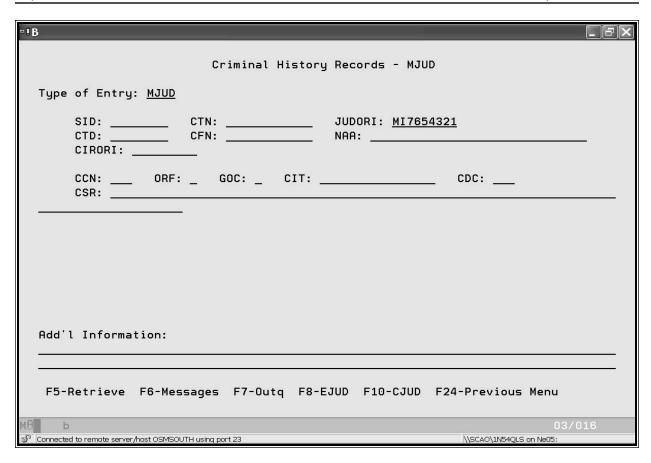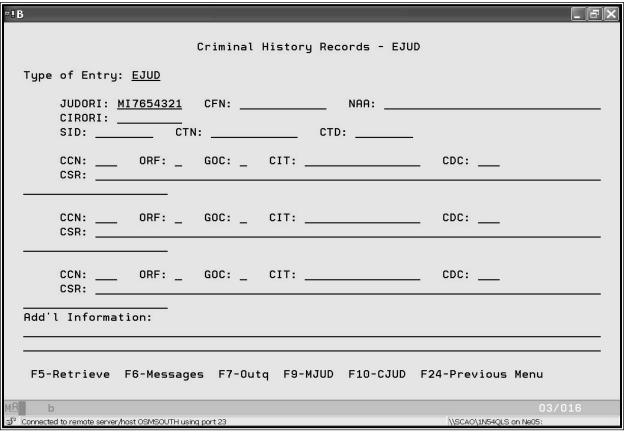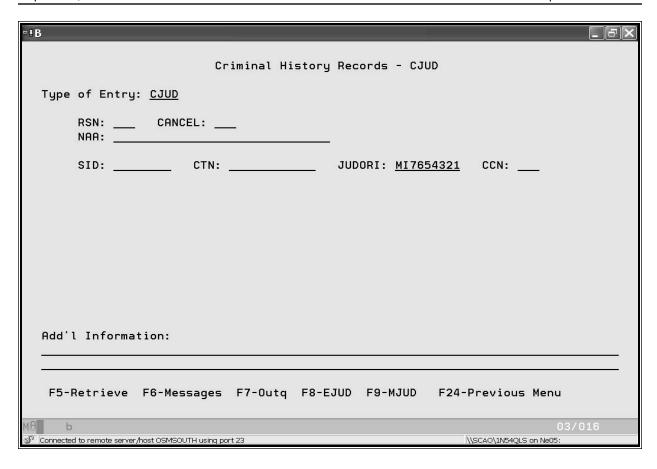## Accessing the CJD Screen:

```
NXT TRAN    EJD  TYPE ADD    CASE NBR  _____ __  PET _____ EVT ____  PTY __
```

From the Next Tran Line, enter EJD in the Next Tran field along with the case number, suffix number and petition number of the case that you would like to process. Press <Enter> and the system will display the case screen.

```
 □!B                                                                    _ □ X

                       Criminal History Records - EJUD

    Type of Entry: EJUD

        JUDORI: MI7654321   CFN: _____    NAA: _____
        CIRORI: _____
        SID: _____    CTN: _____    CTD: _____

        CCN: ___    ORF: _   GOC: _   CIT: _____   CDC: ___
        CSR: _____
    _____

        CCN: ___    ORF: _   GOC: _   CIT: _____   CDC: ___
        CSR: _____
    _____

        CCN: ___    ORF: _   GOC: _   CIT: _____   CDC: ___
        CSR: _____
    _____
    Add'l Information:
        _____
        _____


     F5-Retrieve  F6-Messages  F7-Outq  F9-MJUD  F10-CJUD  F24-Previous Menu

 MA     b                                                            03/016
 ⌐⌐ Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

Displayed is the EJD screen. Press <f10> to display the CJD screen as follows.

```
□!B                                                                  _ ⬜ ✕

                        Criminal History Records - CJUD

   Type of Entry: CJUD

        RSN: ___     CANCEL: ___
        NAA: _____

        SID: _____     CTN: _____     JUDORI: MI7654321    CCN: ___




   Add'l Information:
        _____
        _____

    F5-Retrieve  F6-Messages  F7-Outq  F8-EJUD  F9-MJUD   F24-Previous Menu
 MA     b                                                            03/016
 ⬚ Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

Enter the information that you want cancelled and then press <Enter>. The system will send the cancellation and a response will be printed out.